

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF PROVIDING SERVICES IN VALUE ENGINEERING AND RELATED LIFE-CYCLE COST ANALYSIS FOR STATE AND FEDERAL HIGHWAY PROJECTS STATEWIDE:

The primary and/or subconsultant firm(s) shall be Pre-qualified to perform services for the Quality Enhancement Unit {Value Engineering} to perform the below referenced work. The team shall have the ability to cover all the work categories listed below:

- **00373 - Team Leader (PE/CVS)**
- **00374 – Team Facilitator (PE/CVS)**
- **00375 – Partial VE Study Team: Roadway Design Engineer**
- **00376 – Partial VE Study Team: Hydraulics Design Engineer**
- **00377 - Partial VE Study Team: Structure Design Engineer**
- **00378 – Partial VE Study Team: Geotechnical Engineer**
- **00380 – Partial VE Study Team: Project Estimator**
- **00381 – Partial VE Study Team: Roadway Construction Engineer**
- **00382 – Partial VE Study Team: Bridge Construction Engineer**
- **00383 – Partial VE Study Team: Roadway Maintenance Engineer**
- **00384 – Partial VE Study Team: Bridge Maintenance Engineer**
- **00385 – Entire VE Study Team**
- **00386 – Constructability Expert**
- **00387 – Complementary Service: Information Gathering**
- **00388 – Complementary Service: Provide Facility for Team Studies**
- **00389 – Complementary Service: Prepare VE Study Report**
- **00390 – Complementary Service: Formal Presentation**
- **00391 – Complementary Service: Development of Implementation Plans**
- **00392 – Procedure Development and Documentation**
- **00393 – Value Engineering Training**

VALUE ENGINEERING SERVICES

STATEWIDE

The Value Engineering (VE) Consultant will be required to provide any of the following services:

1. *Provide the team leader/ facilitator only.* The Consultant will provide a team leader while the NCDOT provides the study team members. The preferred team leader will hold the PE/CVS certification. The team leader will lead the study team, compile the information for the report, prepare the report, and prepare/conduct a presentation for management if necessary. Team leader may be a CVS, in lieu of a PE/CVS, only if they have sufficient expertise in transportation related topics and a background in conducting VE studies for highways and bridges. The NCDOT has the right to reject, accept, or request the team leader on a project by project basis.

2. *Provide a partial team:* The Consultant will provide a mix of study team members to compliment/ supplement the team members provided by the NCDOT. This may or may not include providing the team leader. Team staff provided by the Consultant will be forwarded to the NCDOT for review and approval prior to conducting the VE study. The NCDOT will specify certain disciplines to be provided and minimum experience requirements.
3. *Provide the entire team:* The Consultant will assemble a multi-disciplined VE project team of 5-7 persons, led by a VE Facilitator. Teams should be structured so there is appropriate expertise to evaluate the major problem areas anticipated within the project. NCDOT may add one or two Departmental personnel to participate with the VE team. NCDOT may provide additional assistance and expertise but will not replace consultant VE team members. Team staff provided by the Consultant will be forwarded to the NCDOT for review and approval prior to conducting the VE study.

Recommended qualification of VE team members

VE Team Leader/Facilitator: This member must be a qualified VE practitioner, experienced in performing and leading VE studies (have participated in several VE studies as a team member and as a team leader), and have sufficient VE training, education, and experience to be recognized by SAVE International as meeting the requirements for certification.

Design, construction, maintenance and traffic engineering expert members: These team members should have at least ten years experience in design, construction, maintenance or operations. The VE team must also include member(s) experienced in estimating construction costs and cost-benefit analysis. All members should have completed a 40-hour Value Engineering training seminar or have prior Value Engineering experience. The composition of the expertise should reflect the complexity of the project design to be studied. At least two members of the team should be experienced in the high-cost areas of the project.

Safety and Mobility expert member: The VE Team should include expertise to review and provide recommendations in accordance with this policy.

Constructability expert member: This member should be an experienced construction professional who is able to add the contractor's perspective to the VE Study. If a current employee of a construction company is selected by the VE firm and participates as a member of the VE study team, the construction company will not be eligible to bid on the project nor partake in any of the construction activities as a subcontractor.

Special Note: Value Engineering Consultants will have at least one (1) person on staff that is a licensed Professional Engineer (PE) as well as a Certified Value Specialist (CVS) by the Society of American Value Engineers (SAVE). The PE/CVS should have extensive experience in the design and/or construction of highways and bridges and maintenance of traffic and project scheduling. The Consultant should demonstrate their experience conducting VE studies for transportation facilities, particularly highways and bridges. The Value Engineering team should be able to provide all the services listed in the scope of work.

4. *Provide training:* The Consultant may be requested to provide basic value engineering workshops, team leader training, or management briefings. Training will be in accordance with

these guidelines. Training courses provided by the Consultant may include but not be limited to the following:

- SAVE Certified Module I Value Engineering Workshop
- Development and Training of a 3 day VE Workshop for VE Study team members
- Development and Training of a 1 day VE Workshop for Transportation Executives

The fee for VE Training will be negotiated on a workshop-by-workshop basis.

5. *Provide other services:* The Consultant may provide other services to complement the VE services. These may include:
 - Information gathering for team studies
 - Providing facilities for team study activities
 - Preparation of VE study report
 - Formal presentation of VE findings
 - Development of implementation plans
6. *Additional requirements:* The VE team should have CAD capability to develop, analyze, and propose modifications within the VE time schedule. For all VE Studies, 'Read-Only' CAD files in Micro-Station format will be made available to the VE team.

This will be an open-ended contract. The method of payment will be on a lump sum basis. The work will be performed on various projects throughout the State and will be identified on an as needed basis; the same degree of assistance will not be required on all projects. The duration of the contract will be for two years with 3 possible one year extensions.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department ***prior*** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

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|---|-----|
| 1. Qualifications of the Team Leader | 30% |
| 2. Qualifications of the Team Members | 20% |
| 3. Understanding of project objectives | 20% |
| 4. Thoroughness, creativity, and clarity of suggested approach | 10% |
| 5. Experience and proven record of success conducting Value Engineering studies | 20% |

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A
PROFESSIONAL SERVICES MANAGEMENT UNIT
LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED. Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, Docudesk, deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the PEF's Name, and "LOI for Value Engineering Services".

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager, Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants qualifications and experience as related to this project;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of approach; and
- Any innovative approaches to be used

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.
This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Advertised December 1, 2012

Private consulting firms are invited to have letters of interest for furnishing value engineering services "FTS-ed" to the Professional Services Management Unit by **12:00 p.m. on December 18, 2012.** Letters of interest received after this deadline will not be considered.

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet **ALL** of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or the scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by January 15, 2013. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by January 17, 2013.